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CEILING AND TABLES OF ORGANIZATION

SYNOPSIS: This Regulation prescribes the policies and procedures for man-power control.

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Rescission: [REDACTED] dated 15 May 1956

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1. DEFINITIONS

- a. The staff ceiling is the maximum number of authorized employment positions allocated to each Operating Official including staff employees, staff agents, military and civilian personnel detailed from other government agencies.
- b. THE TABLE OF ORGANIZATION COMPRIMES THE ORGANIZATIONAL AND POSITION STRUCTURE. THE POSITION STRUCTURE INCLUDES ALL POSITIONS WHICH MAY BE REQUIRED TO ACCOMPLISH THE WORK BURDEN IMPOSED, BY OCCUPATIONAL TITLE, GRADES AND SERVICE DISTINCTIONS. T/O POSITIONS ARE OF TWO TYPES: 1) LIMITED POSITIONS AND 2) FLEXIBLE POSITIONS.
- c. LIMITED POSITIONS: KEY, SUPERVISORY AND OTHER POSITIONS, THE CLASSIFICATION AND GRADE LEVEL OF WHICH DEPEND UPON THEIR FUNCTION OR RELATIONSHIP TO AN ORGANIZATIONAL UNIT AND WHICH ARE ACCORDINGLY LISTED ON THE T/O ACCORDING TO THE MAXIMUM NUMBER OF INDIVIDUALS WHO MAY ENCOUNTER THEM AT ONE TIME.
- d. FLEXIBLE POSITIONS: NON-SUPERVISORY AND OTHER POSITIONS, THE GRADE LEVEL OF WHICH DEPENDS UPON THE TYPE OF WORK PERFORMED AND WHICH ARE LISTED ON THE T/O WITHOUT NUMERICAL LIMITATION AS TO ENCOUNTERANCE.

2. POLICY

- a. The staff ceiling shall be the governing instrument for man-power control under the appropriate total allocated funds. The T.O. shall be the operating mechanism to accommodate the assignment of personnel.

* Operating Officials include: Chiefs of Senior Staffs and Operating Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under the jurisdiction of the Deputy Director (Support).

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- (1) EACH STAFF EMPLOYEE, STAFF AGENT, AND EACH INDIVIDUAL DETAILED FROM THE MILITARY AND OTHER GOVERNMENT AGENCIES SHALL OCCUPY A CEILING POSITION.
- (2) When an official personnel action places an employee in leave-without-pay status (LWOP), on detail outside the AGENCY, or on full-time external training (at non-CIA facilities), beyond 30 days, the individual MAY NOT be counted within THE OFFICE CEILING as of the effective date of action.

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SUCH ACTION SHALL BE WITHIN THE TOTAL AGENCY CEILING AT ALL TIMES.

- (3) Ceiling limitations shall not preclude the obligatory return or restoration of personnel to duty, following the completion of the above actions, even though such action may temporarily result in having more individuals on duty than authorized under ceiling. NO MORE THAN 90 DAYS SHALL BE ALLOWED FOR THIS CEILING ADJUSTMENT. ATTRITION MAY BE USED TO ACCOMPLISH THIS OBJECTIVE.

- b. ALLOCATION OF TOTAL CEILING POSITIONS AND ALL MODIFICATIONS THERETO WILL BE MADE TO EACH DEPUTY DIRECTOR BY THE DIRECTOR OF CENTRAL INTELLIGENCE. Each Deputy Director shall allocate to his Operating Officials the needed ceiling positions from his total allotment - and withhold, as HIS JUDGMENT DICTATES.

- (1) The T.O. POSITIONS of each Operating Official shall not exceed in number his total allocated ceiling positions. THE NUMBER OF PERSONNEL ASSIGNED TO THE T.O. OF EACH OPERATING OFFICIAL SHALL NOT EXCEED THE TOTAL ALLOCATED CEILING.

- c. EACH DEPUTY DIRECTOR MAY DELEGATE TO OPERATING OFFICIALS UNDER HIS JURISDICTION THE AUTHORITY TO REDISTRIBUTE AUTHORIZED CEILING EITHER BY SHIFTING "DOTTED" T/O POSITIONS OR BY REDISTRIBUTING PERSONNEL ASSIGNED TO FLEXIBLE POSITIONS IN ORDER TO MEET THE REQUIREMENTS OF A CHANGE IN WORKLOAD WITHIN HEADQUARTERS, WITHIN [REDACTED] AND WITHIN FOREIGN FIELD, AND FROM HEADQUARTERS AND [REDACTED]

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Foreign Field, without referral for other approval provided there is:

- (1) No increase in the authorized PERSONNEL ceiling OF the Deputy Director concerned.
 - (2) No change in the approved functions delegated to the Operating Officials.
 - (3) NO CHANGE IN THE LEVEL OF WORK PERFORMED BY THE DEPUTY DIRECTOR OF THE LISTED POSITION(S) NOTED.
 - (4) NO CHANGE IN THE APPROVAL LEVELS FOR THE T.O. POSITION(S) NOTED.
- new
4. Desired shifts of T.O. positions from Foreign Field to Headquarters shall be accomplished only via procedure set forth in 3b, below.
 - e. Shifts needed in accordance with paragraph 2e, above, which carry with them proposed changes in officially delegated functions, or proposed changes in grade, shall be made through existing procedures. (See 3c & d, PROCEDURES here-with.)
 - f. All positions shall be carried in vouchered funds insofar as possible; exceptions may be made by the Comptroller in the face of demonstrably good cover reasons.
 - g. The Management Staff shall review each new quarterly T.O. run, and shall on request or on its own initiative make examination of utilization of manpower.
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3. PROCEDURES

- a. A NEW official Table of Organization shall be developed by each Operating Official if substantial change is contemplated. Such development shall be made with the assistance of the Management Staff, approved by the Deputy Director concerned, and shall be authorized by the Deputy Director (Sup- port).

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(1) All such Tables of Organization requests shall be supported by such statements of justification, workload or work measurement data, organizational charts, statements of functions, and statements of basic related procedures as are necessary for review and action on the proposals. ~~NEW T.O. PROPOSALS SHALL BE APPROVED ACCORDING TO THE COMPTROLLER'S APPROVAL POLICY AND PROCEDURE FOR APPROVAL TO THE DIRECTOR OF PERSONNEL. REQUESTS INVOLVING POSITION CLASSIFICATION CHANGES SHALL INCLUDE STATEMENTS OF THE DUTIES AND RESPONSIBILITIES OF ALL POSITIONS INVOLVED. FOR BUDGETARY REVIEW AND CONTROL PURPOSES, NEW T.O. PROPOSALS AND RELATED CHANGES PROPOSALS SHALL BE APPROVED IN ACCORDANCE WITH THE DIRECTOR OF PERSONNEL'S APPROVAL POLICY.~~

(2) New Tables of Organization or subsequent functional changes therin authorized by the Deputy Director (Support) or the Director of Central Intelligence shall be forwarded by the Chief, Management Staff to the Director of Personnel for dissemination. The Director of Personnel shall notify all organizational components concerned of such approvals. Notification shall be made on Form No. 261 or tabulating machine listings which will serve as immediate authorization for the encumbrance of the positions involved. Complete Table of Organization listings will be provided quarterly.

b. Requests for proposed new organizational alignments, change in functions or proposed shifts in T.O. positions from Foreign [REDACTED] Field to Headquarters shall be submitted by the Deputy Director concerned to the Chief, Management Staff for study, FOR coordination as appropriate with the Director of Personnel and the Comptroller and FOR recommendation for authorization to the DD/S. Tables of Organization which are too sensitive for this procedure may be authorized by the Deputy Director (Plans) on an individual exception basis, as determined by the Director of Central Intelligence.

c. ~~PROPOSED SCHEDULES OF LIMITED T/O POSITIONS WHICH INVOLVE CHANGES IN POSITION CLASSIFICATION TO THE OFFICE OF PERSONNEL OR FROM THE OFFICE OF PERSONNEL.~~

d. The Office of Personnel, upon receipt of a request involving position classification changes only, shall coordinate the

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request with the Comptroller prior to approval where significant budgetary considerations are involved. Minor position classification changes will be reviewed by the Comptroller through post audit of Forms No. 261, Tables of Organization Change Authorizations.

- e. ALL SHIFTS MADE BY THE DEPUTY DIRECTORS RESPONSIVE TO 2c, ABOVE SHALL BE REPORTED WHEN EFFECTED TO THE OFFICE OF PERSONNEL ON FORM SP-53, ACCOMPANIED BY A STATEMENT OF THE DUTIES AND RESPONSIBILITIES OF THE POSITION IN THE NEW LOCATION. IF THE SHIFT RESULTS IN A CHANGE IN OCCUPATIONAL TITLE OR GRADE LEVEL, OFFICE OF PERSONNEL WILL NOTIFY THE OPERATING OFFICIAL SO THAT APPROPRIATE ADJUSTMENTS MAY FOLLOW. THE OFFICE OF PERSONNEL WILL ADVISE THE COMPTROLLER OF THESE CHANGES.
- f. WHEN AN INDIVIDUAL IS NOT COUNTED WITHIN THE OFFICE CEILING DUE TO THE CIRCUMSTANCE OF MORE THAN 30 DAYS EXTERNAL TRAINING, CEILING CHARGE MAY BE MADE TO A SPECIALLY PROVIDED CEILING POOL OF OTR - WITH AGREEMENT FROM D/TR.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Supper)

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